



**LANGLEY
POLICY
DIRECTIVE**

Effective Date: May 4, 2015

Expiration Date: March 31, 2020

Responsible Office: Logistics Management Branch, Center Operations Directorate

SUBJECT: Transportation Management

1. POLICY

It is the policy of LaRC to achieve maximum economy and efficiency in the management of the Center's motor vehicle fleet, including the identification, registration, inspection, official use, and reporting thereof.

- a. All NASA-licensed vehicles are property of the federal government. Government-owned vehicles are not permanently assigned to any individual or organization, regardless of procurement source. The Center Transportation Officer (CTO) shall determine and maintain fleet requirements based on the annual Agency Vehicle Utilization Review. Vehicles that consistently fail to meet agency usage metrics will be considered for repurpose or disposal. All vehicle acquisitions shall go through the CTO and Agency Transportation Manager to validate justification and/or ensure that vehicle acquisitions meet Federal standards. Under no condition is an individual permitted to acquire a vehicle from any source without prior approval of the CTO. This includes vehicles acquired via GSA excess or any other government disposal source.
- b. Government-owned vehicles are restricted to a 50-mile radius of Langley Research Center (LaRC). Exceptions must be approved by the CTO.
- c. Government employees are permitted to operate government vehicles in the performance of official duties provided they have a valid driver's license, are licensed to drive a non-standard vehicle if required (i.e., CDL), and have not had their driving privileges revoked by the installation. The U.S. Government self-insures, and government employees operating government vehicles in the performance of official duties are covered by that self-insurance.
- d. Special-purpose Government-owned vehicles or equipment require a certification of training by an appropriate recognized authority for the type of vehicle or equipment to be operated.
- e. Contract employees may operate government vehicles when required as part of official contract duties, if specified in the contract. Note that contract employees are not insured by the government, and therefore contract employees operating government-owned vehicles must have company-supplied insurance sufficient to cover loss and damage to government-owned property. Contractors are responsible for providing for injuries to their employees while on the job and must have insurance to cover third-party injuries arising out of the actions or inactions

of their employees. Contractors must receive approval from their Contracting Officer (CO) or Contracting Officer Representative (COR) to use government vehicles and must restrict their use to official duties in performance of the contract. The CO or COR shall periodically check with contractor management to ensure they carry insurance for employees operating government-owned vehicles.

- f. Government vehicles are assigned exclusively by the CTO.
- g. The vehicle preventative maintenance program shall be the responsibility of the CTO. All government vehicles will be inspected annually to the State of Virginia vehicle inspection standard. No vehicle maintenance is authorized to be performed without approval of the CTO. Maintenance records will be kept for each vehicle. In the event that maintaining a vehicle is no longer economically feasible, that vehicle will be recalled and recommended for disposal. The CTO is the only authority to approve determination that a vehicle has become uneconomical to maintain.
- h. In the event of any traffic accidents involving the vehicle, the user shall contact the CTO for instructions.
- i. All government employees and contract employees permitted to operate a government-owned vehicle shall use all provided safety devices, including safety belts, and follow all appropriate motor vehicle manufacturer safety guidelines.
- j. Seatbelts must be worn at all times while operating or riding in a government vehicle. The driver shall be responsible for passenger adherence to this policy. Smoking, eating, and drinking are prohibited in all Agency vehicles. To protect a vehicle from theft and damage, users must park or store it in a manner that reasonably protects it and lock the vehicle when unattended.
- k. The use of handheld wireless (cellular) phones is prohibited when driving motor vehicles owned, leased, or rented by the Federal Government.
- l. Government motor vehicles will not be assigned for the exclusive use of any one official unless such assignment is required by the nature of the individual's responsibilities or by the frequency, urgency, and extent of daily usage. The use of Government motor vehicles for the transportation of employees between their residences and workplaces is prohibited by law. This restriction does not apply to employees on valid temporary duty travel orders or to Office of Inspector General (OIG) personnel performing criminal law enforcement functions pursuant to statutory authority.
- m. Sanction: Use of, or authorization of use of, Government-provided vehicles for any purpose other than official business may result in disciplinary actions set

forth in 41 CFR 102-34.240, "How are Federal Employees Disciplined for Misuse of Motor Vehicles Owned or Leased by the Government?"

- n. Bicycles purchased by the Government are Government property and are for use only on Center in the performance of official Government business. As a "green" initiative as well as a cost-savings initiative, the bicycles are intended to be used as alternative transportation around the Center rather than using a motor vehicle, thus conserving fuel and associated resources. Employees' supervisors may authorize limited on-center personal use of Government bicycles (e.g., a stop at the cafeteria en route to a meeting) to the extent that such personal use does not interfere with official duties, result in a loss of employee productivity, or unduly limit the availability of bicycles for official use.

2. Government-Owned Vehicle Modifications

Vehicle modifications are not authorized without the approval of the CTO. Extreme caution should be used when modifying any vehicle or piece of equipment due to the potential of adverse and dangerous effects on the handling, operation, and drivability of the vehicle. In the event that a vehicle requires modification for supporting mission requirements, the modifications will fall into two categories:

- a. Original equipment manufacturer (OEM)/standard equipment. These modifications are generally for a particular vehicle type. Modifications in this category require no custom work to the vehicle (tool boxes, lift gate, tow package, etc.).
- b. Custom modifications. These types of modifications are considered at a higher risk, and an OEM/standard equipment solution should be sought prior to considering custom modification. Custom modifications are those not standard to the vehicle. A custom modification request requires approval by OUM/Branch Head, Center Safety Office, Fire Chief, Center Standard Practice Engineers, Supply and Equipment Management Officer, and Center Transportation Officer. The requester will fill out Langley Form (LF) 556, Request for Modification of NASA Owned Vehicle; specify the work to be done; and obtain approval prior to any work being done. In the event that an OEM or custom modification is completed without the approval and prior knowledge of the Center Transportation Officer, the vehicle is subject to be recalled and placed in the direct custody of the CTO. Additionally, the user may be subject to disciplinary action for misuse of government property.
- c. Process for modification of a government vehicle:
 - 1) Requestors shall submit LF 556. The form must be approved by the requesting organization's OUM or Branch Head, who will review and certify that the modification is required to support assigned tasks or requirements.
 - 2) The CTO will review for completeness, then forward to:
 - 3) Safety/Fire Official for review and approval, then forward to:

- 4) Standard Practice Engineer (SPE) Structural or Pressure systems engineers for review and approval, then forward to:
- 5) Supply and Equipment Management Officer (SEMO) for review and approval, then forward to:
- 6) CTO for final approval.

2. APPLICABILITY

This LAPD is applicable to NASA civil service employees and to employees of NASA Contractors, grant recipients, and other partners to the extent specified in their contracts or agreements.

3. AUTHORITY

- a. NPD 6000.1, "Transportation Management"
- b. 41 CFR 102-34, "Motor Vehicle Management"
- c. 41 CFR 102-34.240, "How are Federal Employees Disciplined for Misuse of Motor Vehicles Owned or Leased by the Government?"
- d. 49 CFR 172.800-172.804, "Safety and Security Plans"
- e. 31 USC 1344, "Passenger Carrier Use"

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPR 4200.1, "NASA Equipment Management Procedural Requirements"
- b. NPR 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components"
- c. NPR 6200.1, "NASA Transportation and General Traffic Management"
- d. LAPD 1700.7, "Traffic Management"
- e. LAPD 9700.3, "Travel Requirements, Officials, and Redelegations"
- f. LPR 1740.3, "Facility Safety Head and Facility Coordinator Guide"

5. RESPONSIBILITY

- a. Center Transportation Officer: Logistics Management Branch, COD
 - 1) Approve the purchase of all transportation services, including motor vehicles or any piece of mechanized equipment for transporting passengers, goods, or apparatus.
 - 2) Provide on-site contract oversight for transportation services.
 - 3) Ensure that all transportation services acquired by LaRC from common carriers are the most economical and efficient.
 - 4) Review motor vehicle assignments, utilization, and annual justifications.
 - 5) Maintain adequate motor vehicle assignment and utilization records.
 - 6) Review and approve written requests for motor vehicle support for research and development projects.
 - 7) Initiate action to replace unserviceable and unsafe motor vehicles.
 - 8) Provide on-site contract oversight for motor vehicle operations and maintenance of Government-owned bicycles.
- b. The Director, Safety and Mission Assurance Office, or designee is responsible for approving hanging storage apparatuses.
- c. Organizational Unit Managers
 - 1) Ensure that assigned motor vehicles and motorized equipment are justified and that these vehicles provide the most economical and effective means of fulfilling requirements. An annual justification will be submitted to Logistics Management Branch for vehicles assigned to a specific organization.
 - 2) Ensure that purchase requests for motor vehicles include complete and proper justifications to support acquisition of the motor vehicle.
- d. NASA employees
 - 1) Users are responsible for following all rules and regulations associated with the property in their control per NPR 4200.1 and for protecting and conserving property entrusted to them.
 - 2) Users are responsible for complying with the provisions herein and that of LAPD 1700.7, and all applicable Virginia State laws, while riding a bicycle on LaRC.

Bicyclists are required to wear helmets. Organizations may, but are not required to, procure helmets for employees who choose to use bicycles.

- 3) Users are responsible for contacting the Logistics Management Branch should a bicycle require maintenance.
- 4) Employees and Facility Coordinators are responsible for ensuring that bicycles are not stored in areas that block access, per LPR 1740.3 requirements.
- 5) Employees storing a bicycle by hanging it on a wall or from a ceiling are responsible for obtaining the Safety and Mission Assurance Office's written approval of the methods used to support the bicycle on the wall or from the ceiling.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

As required by NPD 6000.1

8. CANCELLATION

LAPD 6000.1 T-1, dated February 22, 2011

<u>Original signed on file</u>	<u>May 4, 2015</u>
Acting Center Director	Date

Distribution:

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